**Knowledge Assessment Proofing Documents Lesson 9**

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. The proofing screen contains options to change how Word corrects and formats text.

T F 2. You can change your name and initials in the Tracking group.

T F 3. You should always proof documents before sharing them.

T F 4. AutoCorrect can be found in the Backstage view Display option.

T F 5. By default, comments are shown inline.

T F 6. AutoCorrect cannot be turned off.

T F 7. Inline comments are placed in curly brackets.

T F 8. You can right-click on a comment and use the shortcut menu to delete the comment.

T F 9. The default Writing Styles setting is Grammar and Styles.

T F 10. The status bar contains a proofing error button for quick access.

Multiple Choice

Select the best response for the following statements.

1. The proofing option, Two Initial Caps, is found in which option?

a. CorrectCaps

b. AutoCorrect

c. Grammar Settings

d. Exceptions

2. Which command(s) open the Spelling and Grammar feature?

a. F7

b. Shift\_F7

c. Spelling and Grammar button

d. a and c

3. Exceptions can be added to AutoCorrect

a. By not capitalizing the first letter of an abbreviation

b. By ignoring the INitial CAps

c. Other Corrections

d. All of the above

4. Comments are used to add \_\_\_\_\_ to Word documents.

a. Concerns

b. Questions

c. Reminders

d. All of the above

5. The Comments ScreenTips appear in which view?

a. Showing Revisions in Balloons

b. Show All Revisions Inline

c. Show Only Comments and Formatting in Balloons

6. How do you display only one reviewer’s comments in a Word document containing

multiple reviewers’ comments?

a. Leave the check mark in the All Reviewers check box.

b. Deselect the All Reviewers check box and place a check mark beside only that one

reviewer’s name.

c. This feature only displays all reviewers’ comments.

d. This feature cannot display one reviewer’s comments.

7. The Vertical Reviewing Pane displays

a. To the right of the document

b. Below the Ribbon

c. To the left of the document

d. Above the status bar

8. A summary of the total number of comments in a document will appear in the

a. Vertical Reviewing Pane

b. Horizontal Reviewing Pane

c. Status bar

d. a and b

9. The Personalizing Your Copy Of Microsoft Office options

a. Are located in Backstage view

b. Are located in the Tracking group

c. Cannot be changed

d. Automatically change when Word is launched

10. You can insert comments in which of the following types of documents?

a. Research papers

b. Resumes

c. Marketing plans

d. All of the above